


VACANCY NOTICE

File# 10485

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief Implementation Aide	CLASSIFICATION CODE: 02504400
	SALARY RANGE: (128A) \$41566-\$46929	REFERENCE POSITION NO.: 5321-10000-*
	Department or Agency Name: TRANSPORTATION	APPLICATION PERIOD: 06/14/04-06/20/04
	Division/Section/Unit: Financial Management /	Office of the Associate Director
	Assignment's) / Comments: NS	
	Shift and Days: M-F	Job Location: Providence
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No X	
	Name of Bargaining Unit Union: Confidential	
	There is* ___ is not X a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: To assist a superior by performing the most complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government. To oversee the official agency files and records and to ensure their accuracy and that they are kept current. To study and analyze operational procedures and prepare detailed and comprehensive reports of findings and recommendations. To assist a superior by performing administrative tasks and research in the overall operation. To do related work as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and Experience: Such as may have been gained through: considerable employment in a position assisting a superior performing complex administrative and supportive tasks involved in the implementation and administration of major projects and programs. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Where to Apply RIDOT /Office of Human Resources Two Capitol Hill, Room 214 Providence, RI 02903-1124 Telephone #: 222-2572 TTY/TDD #: 222-4971 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER